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State of Wisconsin
Governor Scott Walker



TO: **W-2 Agencies
Training Staff**

FROM: Margaret McMahon, Director
Bureau of Working Families
Division of Family and Economic Security
Department of Children and Families

BWF OPERATIONS MEMO

No: 16-09

DATE: 6/13/2016

W-2	<input checked="" type="checkbox"/>	EA	<input type="checkbox"/>	CF	<input type="checkbox"/>
JAL	<input type="checkbox"/>	RAP	<input type="checkbox"/>	Other EP	<input type="checkbox"/> *

**SUBJECT: Modernizing CARES Work Programs Subsystem - Learnfare Policy
and Systems Changes**

CROSS REFERENCE: Administrator's Memo [16-02](#)
[Wis. Stat. s. 49.26\(1\)\(gm\)1.d](#)
W-2 Manual, Sections [6.1](#), [16.2.3](#), [16.3.1](#), and [16.4.1](#)

EFFECTIVE DATE: June 25, 2016

PURPOSE

The purpose of this memo is to communicate a change to the Learnfare policy and the move of Learnfare functionality from the CARES Work Programs (WP) subsystem to CARES Worker Web (CWW).

BACKGROUND

As outlined in Administrator's Memo [16-02](#), the Department of Children and Families (DCF's) goal is to modernize the CARES WP subsystem from a mainframe system to a web-based application. One project in this effort focuses on moving case-based CARES WP screen information and functions to CARES Worker Web (CWW). This is one memo in a series of memos describing the changes to CWW, any related policy changes, and reminding W-2 agencies of the actions that they must take in order to prepare for the changes.

This particular memo focuses on a change to the Learnfare policy introduced under 2015 Wisconsin Act 55, as well as moving the CARES Work Program (WP) mainframe screen AILW to the School Enrollment page in CARES Worker Web (CWW). This moves Learnfare monitoring functions from CARES to CWW.

POLICY CHANGES

- **Note:** The following policy changes are tracked in the attached document. Policy that was removed is struck through and policy that has been added is underlined.

CURRENT POLICY:

W-2 groups with children ages 6-17 with a custodial parent in a Community Service Job (CSJ), Trial Employment Match Program (TEMP), or W-2 Transition (W-2 T) placement are subject to Learnfare school enrollment and attendance requirements unless otherwise exempt. (W-2 Manual 16.2.1)

Participants in the following Learnfare statuses are subject to mandatory Learnfare case management:

- 1) Children between ages 6-17 not enrolled in school;
- 2) A dropout or a returning dropout;
- 3) A habitual truant; and
- 4) A minor parent.

(W-2 Manual 16.3.1)

Additionally, minor parents enrolled in school, habitual truants, and returning dropouts are not subject to a financial penalty for failure to cooperate with Learnfare case management. (W-2 Manual 16.4.1)

NEW POLICY:

A child who is subject to the school attendance requirement and whose W-2 group includes a participant who has been unable to participate in W-2 activities due to the child's school-related problems must participate in case management provided under the Learnfare program.

W-2 Manual, Section 16.3.1 now includes the following definition of this fifth Learnfare status:

- 5) A child whose W-2 Group includes a participant in a CSJ, TEMP, or W-2 T placement who has been unable to participate in required assigned activities due to the child's school-related problems.

Participants in this Learnfare status are also included in the list of Learnfare statuses not subject to a financial penalty for failure to cooperate with Learnfare case management. (See W-2 Manual, Section 16.4.1)

CWW CHANGES

Currently, Learnfare school enrollment and case management information is collected in the CARES mainframe on CARES screen AILW and school enrollment information is also collected in CWW on the School Enrollment page.

On June 25, 2016, W-2 agencies will no longer use AILW to collect W-2 Learnfare information, and AILW will become read-only. FEPs must enter all Learnfare information on the enhanced CWW School Enrollment page. Not only does this change streamline the data collection process by collecting Learnfare information at the same time that school enrollment information is collected, but it also gave BWF the opportunity to review the information that it collected in both locations and remove any duplicative information.

CWW SCHOOL ENROLLMENT PAGE

The following enhancements are being made to the CWW School Enrollment page:

1. While verification of school enrollment has always been required for Learnfare by policy, the verification fields on this page are now required.

The screenshot displays the 'School Enrollment' page with the following sections:

- School Enrollment Section:**
 - Buttons: Cancel, Reset, Total: 1
 - Effective Period: Begin Month: 04 / 2016, Last Updated: 04/05/2016
 - Individual Information:
 - Individual: CHILD TREE 6F DAU
 - Highest Level of Education Completed: 001 - 1ST GRADE COMPLETED
 - High School Graduation Status: NOT - NOT GRADUATED
 - Enrollment Status: FU - FULL TIME
 - Type of Educational Institution: EL - ELEMENTARY
 - Student FoodShare Eligibility Reason: (empty)
 - School District: (empty)
 - School Name: (empty)
 - Expected Date of High School Graduation: MM / DD / YYYY
 - Meets Caring for Dependent Children Requirement: (empty)
 - Verification fields:
 - Verification: NQ - NOT QUESTIONED (highlighted in yellow)
 - Verification: NQ - NOT QUESTIONED (highlighted in yellow)
 - Verification: (empty)
 - Verification: (empty)

- W-2 Learnfare Monitoring Section:**
- Effective Period: Delete Reason: (empty), Last Updated: 04/05/2016
- Learnfare Details:
 - Learnfare Status: WST - STUDENT IN GOOD STANDING
 - Penalty Code: (empty)
 - Issuance Month: 05/2016
 - Participation Period: 03/16/2016 - 04/15/2016
- Verification dropdown menu (highlighted in yellow):
 - ? - NOT YET VERIFIED
 - AF - AGENCY FORM
 - AR - ATTENDANCE REPORT
 - ED - EDUCATIONAL DOCUMENT
 - NV - NOT VERIFIED
 - OW - OTHER ACCEPTABLE WRITTEN STATEMENT
 - SR - SCHOOL RECORDS
 - WS - WRITTEN STATEMENT FROM OTHER SOURCE

At the bottom of the page, there is a navigation bar with the following elements:

- Buttons: Add Case Comment, Cancel, Previous, Next
- Individual: CHILD TREE 6F DAU
- Updated on or before: MM / DD / YYYY

2. Added a new W-2 Learnfare Monitoring section to the School Enrollment page to collect Learnfare case management information, including fields to capture the Learnfare case management participation period and reasons for ending the Learnfare case management requirement.

W-2 Learnfare Monitoring	
Effective Period	
Delete Reason:	Last Updated: 04/05/2016
Learnfare Details	
* Learnfare Status:	Verification: <input type="text"/>
Penalty Code:	
Issuance Month:	
Participation Period:	
	AE - ERROR (DATA IGNORED) AT - ASSET TRANS/RECONVEYED/SOLD/GI DT - DEATH KI - INFORMED BY KIDS/CSA LB - LIVE BIRTH LC - LEFT CASE/HOUSEHOLD NL - DATA VALID USED FOR DATES ENTD OT - OTHER SB - STILL BIRTH

3. Added a new status (WSP - School-Related Problems) to the Learnfare Status dropdown list to capture the new group that is mandatory for Learnfare case management.

W-2 Learnfare Monitoring	
Effective Period	
Delete Reason:	Last Updated: 04/05/2016
Learnfare Details	
* Learnfare Status:	Verification: <input type="text"/>
Penalty Code:	
Issuance Month:	
Participation Period:	
	WCA - CARING FOR AN INFANT WCC - NO CHILD CARE WDR - DROPOUT WEX - EXCUSED FROM SCHOOL WHT - HABITUALLY TRUANT WIL - ILLNESS WIN - INCARCERATED WMP - MINOR PARENT WNE - NOT ENROLLED WNV - SCHOOL ENROLLMENT NOT VERIFIED WPA - PHYSICIAN APPROVAL WPX - PENDING EXPULSION WRT - RETURNING DROPOUT WSP - SCHOOL-RELATED PROBLEMS WST - STUDENT IN GOOD STANDING WTR - NO TRANSPORTATION TO CHILD CARE WVO - VOLUNTARY WWL - ON WAITING LIST/CHILD -AT-RISK PROGRAM WXP - EXPELLED

4. CWW functionality was improved so that only parents with children between ages 6-17 who are not enrolled in school (WNE – Not Enrolled) can be penalized if their children do not comply with Learnfare case management. The entry of a Penalty Code reason code for the WNE status will trigger both the generation of the appropriate notice of noncompliance with Learnfare requirements and a Learnfare sanction. CWW will not allow entry in the Penalty Code field for other mandatory Learnfare case management statuses that are exempt from penalties for not complying with Learnfare case management, e.g., minor parents (WMP – Minor Parent).

W-2 Learnfare Monitoring	
Effective Period	
Delete Reason:	Last Updated: 06/01/2016
Learnfare Details	
* Learnfare Status:	Verification: AF - AGENCY FORM
Penalty Code:	
Issuance Month:	
Participation Period:	
	CM - FAILURE TO COMPLY WITH CASE MANAGEMENT LS - PENALTY ENTERED LATE - NOT DEDUCTED FROM PAYMENT

TRAINING

The Partner Training Section is currently scheduling in-person classroom trainings during the weeks of June 13-17 and June 20-24, 2016. At that time, training materials and desk aids

related to the CWW changes detailed above will be available. For more information, please contact your Agency Training Liaison.

ATTACHMENTS

[W-2 Manual, Section 6.1 Employability Plan Overview](#)

[W-2 Manual, Section 16.2.3 Enrollment Verification](#)

[W-2 Manual, Section 16.3.1 Groups Mandatory for Case Management](#)

[W-2 Manual, Section 16.4.1 Determining a Financial Penalty](#)

CONTACTS

For W-2 Policy Questions in the Balance of State: Bureau of Regional Operations, W-2 Regional Coordinators

For W-2 Policy Questions in Milwaukee: Milwaukee Operations Section Regional Administrators

For W-2 CARES Processing Questions: W-2 Help Desk

DCF/DFES/BWF/JC